



Molalla Communications

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Annual 47 C.F.R. §64-2009 (e)

EB Docket No. 06-36

Annual 64.2009(e) CPNI Certification for 2009

Date Filed: **January 6, 2009**

Name of company covered by this certification: **Molalla Communications Company**

Name of signatory: **Chris Michalopoulos**

Title of signatory: **Vice President of Marketing and Member Relations**

I, Chris Michalopoulos, certify that I am an officer of the company named above and, acting as an agent of the company, that I have personal knowledge that the company has established operating procedures that are adequate to ensure compliance with the Federal Communications Commission's CPNI rules. See 47 C.F.R. §64.2001 et seq.

Attached to this certification is an accompanying statement explaining how the company's procedures ensure that the company is in compliance with the requirements set forth in section 64.2001 et seq. of the Commission's rules.

The company has not taken any actions (proceedings instituted or petitions filed by a company at either state commissions, the court system, or at the Commission against data brokers) against data brokers in the past year. Companies must report on any information that they have with respect to the processes pretexters are using to attempt to access CPNI, and what steps companies are taking to protect CPNI.

The company has not received any customer complaints in the past year concerning the unauthorized release of CPNI (number of customer complaints a company has received related to unauthorized access of CPNI, or unauthorized disclosure of CPNI, broken down by category or individuals not authorized to receive the information, or instances of improper disclosure to individuals not authorized to receive the information, or instances of improper access to online information by individuals not authorized to view the information).

Signed

STATEMENT

Molalla Communications Company (“MCC”) has established operating procedures that ensure compliance with the Federal Communications Commission (“Commission”) regulations regarding the protection of customer proprietary network information (“CPNI”).

- MCC has implemented a system whereby the status of a customer’s CPNI approval can be determined prior to the use of CPNI.
- MCC continually educates and trains its employees regarding the appropriate use of CPNI. MCC has established disciplinary procedures should an employee violate the CPNI procedures established by MCC.
- MCC maintains a record of its and its affiliates’ sales and marketing campaigns that use its customers CPNI. MCC also maintains a record of any and all instances where CPNI was disclosed or provided to third parties, or where third parties were allowed access to CPNI. The record includes a description of each campaign, the specific CPNI that was used in the campaign, and what products and services were offered as a part of the campaign.
- MCC has established a supervisory review process regarding compliance with the CPNI rules with respect to outbound marketing situations and maintains records of its compliance for a minimum period of one year. Specifically, MCC sales personnel obtain supervisory approval of any proposed outbound marketing request for customer approval regarding its CPNI, and a process ensures that opt-out elections are recorded and followed.
- MCC took the following actions against data brokers in 2008, including proceeding instituted or petitions filed by MCC at a state commission, in the court system, or at the Federal Communications Commission: there were no data broker incidents in 2008.
- The following is information MCC has with respect to the processes pretexters are using to attempt to access CPNI, and [if any] what steps carriers are taking to protect CPNI: None
- The following is a summary of all customer complaints received in 2008 regarding the unauthorized release of CPNI:
 - Number of customer complaints MCC received in 2008 related to unauthorized access to CPNI, or unauthorized disclosure of CPNI: **None**
 - Category of complaint:
 - Number of instances of improper access by employees: **None**



- Number of instances of improper disclosure to individuals not authorized to receive the information: **None**
 - Number of instances of improper access to online information by individuals not authorized to view the information: **None**
 - Number of other instances of improper access or disclosure: **None**
- Description of instances of improper access or disclosure: N/A



**STATEMENT OF PROCEDURES
ADOPTED BY MOLALLA COMMUNICATIONS COMPANY
TO ENSURE COMPLIANCE WITH THE RULES AND
REGULATIONS OF THE FEDERAL COMMUNICATIONS
COMMISSION REGARDING THE PROTECTION OF CUSTOMER
PROPRIETARY NETWORK INFORMATION ("CPNI")**

Prefatory Statement: Our Company has elected not to utilize or provide CPNI for any purpose other than those purposes that are permissible without customer approval in accordance with Section 64.2005 of the FCC's Rules and Regulations. We provide our Customers notification of their rights with respect to their CPNI and we have adopted the procedures set forth below to ensure our familiarity and compliance with the applicable rules in the event that we subsequently elect to utilize or provide CPNI for any purpose that requires customer approval.

CPNI Use

- (1) We recognize that we may use, disclose or permit access to CPNI to protect our rights and property, our Customers, and other carriers from fraudulent, abusive or unlawful use of, or subscription to, our services.
- (2) We understand that we may use, disclose or permit access to CPNI to provide or market service offerings among the categories of service to which the Customer already subscribes. When we provide different categories of service, and a Customer subscribes to more than one service category, we understand that we may share the Customer's CPNI with the affiliate that provides service to the Customer; but if a Customer subscribes to only one service category, we may not share the Customer's CPNI with an affiliate without the Customer's approval.
- (3) We understand that we may use, disclose or permit access to CPNI derived from our provision of local exchange or interexchange service for the provision of Customer Premise Equipment (CPE) and call answering, voice mail or messaging, voice storage and retrieval services, fax store-and-forward, and protocol conversion, without Customer approval.
- (4) In the absence of Customer approval, we do not use, disclose or permit access to CPNI to provide or market service offerings within a category of service to which the Customer does not already subscribe, except that we understand that we may use, disclose or permit access to CPNI to: (a) provide inside wiring installation, maintenance and repair services; and (b) market, when we provide local service, services formerly known as adjunct-to-basic services such as, but not limited to, speed dialing, computer-provided directory assistance, call monitoring, call tracing, call blocking, call return, repeat dialing, call tracking, call waiting, caller ID, call forwarding, and certain Centrex features.

- (5) We do not use, disclose or permit access to CPNI to identify or track Customers that call competing service providers. For example, as a local exchange carrier, we do not use local service CPNI to track Customers that call local service competitors.

Required Procedures to Obtain Customer Approval to Use CPNI

- (1) In the event that we seek to utilize, disclose or permit access to CPNI in an instance where Customer approval is required, we will obtain approval through written, oral or electronic methods. If we rely on oral approval, we understand we bear the burden of demonstrating that such approval was given in compliance with the CPNI rules. We will honor a Customer's approval or disapproval until the Customer revokes or limits such approval or disapproval. We will maintain all records of Customer approvals for at least one year.
- (2) Subject to "opt-out" approval requirements or under a Commission authorized exception, we understand that we may use a Customer's individually identifiable CPNI to market communications-related services to that Customer, and that we may disclose that CPNI to our affiliates that provide communications-related services.

CPNI Notice Requirement Procedures

- (1) We individually notify and inform each Customer of his or her right to restrict the use or disclosure of, and access to, CPNI. In the event that we seek to utilize, disclose or permit access to CPNI in an instance where Customer approval is required, we will solicit approval, and we will maintain records of notification, whether oral, written or electronic, for at least one year.
- (2) In the event that we seek to utilize, disclose or permit access to CPNI in an instance where Customer approval is required, our notifications will provide information sufficient to enable our Customers to make informed decisions as to whether to permit the use or disclosure of, or access to, their CPNI. Our notifications will: (a) contain a statement that the Customer has a right, and we have a duty, under federal law, to protect the confidentiality of CPNI; (b) specify the types of information that constitute CPNI and the specific entities that will receive CPNI, describe the purposes for which the CPNI will be used, and inform the Customer of his or her right to disapprove those uses and deny or withdraw access to CPNI use at any time. With regard to the latter, we will indicate that any approval, or disapproval, will remain in effect until the Customer affirmatively revokes or limits such approval or denial.
- (3) In the event that we seek to utilize, disclose or permit access to CPNI in an instance where Customer approval is required, we will advise the

Customer of the precise steps the Customer must take in order to grant or deny access to CPNI, and we will clearly state that a denial of approval will not affect the provision of any services to which the Customer subscribes. We understand that in any such notification we may also provide a brief statement, in clear and neutral language, that describes the consequences directly resulting from the lack of access to CPNI. In addition, we understand that we may state that the Customer's consent to use his or her CPNI may enhance our ability to offer products and services tailored to meet the Customer's needs and that we will disclose the Customer's CPNI to any person upon the affirmative written request of the Customer.

- (4) In the event that we seek to utilize, disclose or permit access to CPNI in an instance where Customer approval is required, our notifications will be comprehensible and not misleading and, if written, will be legible, sufficiently in large type, and placed in an area readily apparent to the Customer. And, if any portion of any such notification is in another language, all portions of the notification will be in that language.
- (5) We will not include in any such notification any statement that attempts to encourage a Customer to freeze third-party access to CPNI.
- (6) For "opt-out" approvals, we understand that our notifications will satisfy items (1) – (5) above. We will not use oral notifications except in the event that a need arises to obtain limited, one-time use of CPNI for inbound and outbound customer telephone contacts for the duration of the call, regardless of whether we use "opt-out" or "opt-in" approval based on the nature of the contact. When we use oral notice in this manner, we will comply with items (1) – (5) above, except that, if none of the following situations are relevant to the limited use for which we seek CPNI, we will not: (a) advise Customers, if they have opted out previously, that no action is needed to maintain the "opt-out" election; (b) advise Customers that we may share CPNI with our named or unnamed affiliates or third parties if the limited CPNI usage does not result in use by, or disclosure to, an affiliate or third party; (c) disclose the means by which a Customer can deny or withdraw future access to CPNI, so long as we explain that the scope of the approval is limited to one-time use; and (d) disclose the precise steps a Customer must take to grant or deny access to CPNI, so long as we clearly communicate that the Customer can deny access to his or her CPNI for the call.
- (7) In addition, for "opt-out" approvals, we understand that we must wait at least 30 days after giving Customers notice and an opportunity to opt-out before assuming Customer approval to use, disclose, or permit access to CPNI and notify Customers of the applicable waiting period for a response before approval is assumed. In the event that we utilize the opt-out mechanism, we will provide notices to customers every two years.
- (8) For electronic notifications, we recognize that the waiting period begins to run on the date the notification is sent and, for mail notifications; it begins to run on the third day following the date the notification was mailed. In

the event we utilize e-mail to provide opt-out notices, in addition to other requirements, we will: (a) obtain express, verifiable, prior approval to sending notices by e-mail regarding a Customer's service in general or their CPNI in particular; (b) allow Customers to reply directly to e-mails in order to opt-out; (c) use another means of communicating the notice if the e-mail is returned as undeliverable before considering the Customer to have received notice; and (d) ensure that the subject line in the e-mail clearly and accurately identifies the subject matter of the e-mail.

- (9) In the event that we use "opt-out" approvals, we will also make available to every customer a method to opt-out that is of no additional cost to the Customer and is available 24 hours a day, seven days a week. We may satisfy this requirement through a combination of methods, but we allow Customers to opt-out at no cost and whenever they choose.

CPNI Safeguard Procedures

- (1) As described in this section, we have implemented a system by which the status of a Customer's CPNI approval can be clearly established prior to the use of the CPNI.
- (2) We have trained our personnel as to when they are, and are not, authorized to use CPNI, and we have an express disciplinary process in place.
 - a. MCC will follow and comply with all relevant employment guidelines that may pertain to CPNI safeguards or addressing breaches of information. Following our Progressive Counseling Policy, we reserve the right to proceed with disciplinary matters in whatever manner is appropriate, consistent with all applicable state and federal laws, and in the best interest of protecting our membership proprietary network information.
- (3) We will maintain a record of any instance of our own and our affiliates' sales and marketing campaigns that use Customers' CPNI. In the event that we utilize, disclose, or permit access to CPNI in accordance with a Customer's approval, we will maintain a record of all such instances where CPNI was disclosed or provided to third parties or where third parties were allowed access to CPNI. The record will include a description of each campaign, the specific CPNI that was used in the campaign, and what products and services were offered as part of the campaign. We will retain these records for at least one year.
- (4) We will take reasonable measures to discover and protect against attempts to gain unauthorized access to CPNI. We will properly authenticate a Customer prior to disclosing CPNI on customer-initiated telephone contact, online account access, or an in-store visit. For telephone access to CPNI, based on a customer-initiated telephone contact, call detail information will be disclosed only if the Customer first provides a password that is not prompted by us asking for readily

available biographical information or account information consistent with the requirements of FCC rules. If the Customer does not provide a password, call detail information may only be provided by sending it to the Customer's address of record or by calling the Customer at the telephone number of record. For online access to CPNI, the Customer will be allowed to gain access to CPNI only through a password established consistent with FCC rules that is not prompted by us asking for readily available biographical information or account information. In store access to CPNI will be allowed if the Customer presents a valid photo I.D. matching the Customer account information. Further, we will notify Customers immediately whenever a password, Customer response to a back up means of authentication for lost or forgotten passwords, online account, or address of record is created or changed as required by FCC rules.

- (5) We have established a supervisory review process regarding compliance with the CPNI rules for outbound marketing situations and, in the event that we seek to utilize, disclose or permit access to CPNI for outbound marketing situations, we will maintain compliance records for at least one year. Specifically, our sales personnel are required to obtain supervisory approval of any proposed outbound marketing request for customer approval of the use of CPNI.
- (6) A corporate officer who acts as agent for the Company will sign a compliance certificate on an annual basis stating that the officer has personal knowledge that the Company has established these operating procedures adequate to ensure compliance with applicable CPNI rules. The statement accompanying the compliance certificate will explain how the Company's operating procedures ensure that it is in compliance with CPNI rules, and contain an explanation of any actions taken against data brokers and will include a summary of all Customer complaints received in the past year concerning the unauthorized release of CPNI. This Statement of procedures which sets forth our operating procedures and demonstrates compliance with the CPNI rules will be maintained together with the compliance certificate.
- (7) In the event that we seek to utilize, disclose or permit access to CPNI in an instance where Customer approval is required, and we utilize an opt-out mechanism, we will provide written notice within five business days to the FCC of any instance where the opt-out mechanisms do not work properly to such a degree that consumers' inability to opt-out is more than an anomaly. Any such notice will be provided in the form of a letter that will include our Company's name, a description of the opt-out mechanism(s) used, the problem(s) experienced, the remedy proposed and when it will be/was implemented, whether relevant state commission(s) were notified and what action was taken, a copy of any notice provided to customers, and contact information. We will submit any such notice even if other methods by which consumers may opt-out are offered.

(8) In the event of a CPNI breach in accordance with Section 64.2011 of the FCC rules, Our Company shall immediately (within 7 business days) notify the United State Secret Service (USSS) and the Federal Bureau of Investigation (FBI) electronically through the central reporting facility at: <http://www.fcc.gov/eb/cpni>.

- a. Our Company will not notify the customer(s) or disclose the breach to the public until 7 full business days have passed and notification has been sent to the USSS or FBI, except as authorized in extraordinarily urgent need conditions and then only after consultation with the relevant investigatory agency.